

**Carlisle School Association
Board Meeting Minutes
September 5, 2013**

Attendees:

Joan Wickman, Rebecca Besthoff, Liza Snell, Christine Lear, Amy Versaggi, Margo Parent, Jean Barry, Susan Baldoumas, Sarah Grallert, Alyson Becker, Laura France, Denet Sidell, Cary Keller, Carole Yelle, Phyllis Bewick, Emily DiRocco, Donna Barach, Jane Hamilton, Shilpa Goel, Lorna Philips, Greg Philips, Kim Selig, Debbie Mers, Eva Mostoufi, Carren Panico.

Approval of Minutes

Motion by Rebecca Besthoff to approve June 6, 2013 minutes. Second by Margo Parent. Unanimous approval.

Dr. Wickman, Administration Update:

- Dr. Wickman reported large incoming class and many new families, and with large outgoing 8th grade class, school now has 639 students with more this month. (In June 640 students.)
- There will be opportunities to meet the new Superintendent: Parents' Nights, Newcomers coffee, Kindergarten Visitation, CPAC and possibly will hold open office hours (suggested by parents).
- New Staff: new position offered to a K-8 Math Specialist, focus initially on Elementary. New Library Director, Maya Bery and new Assistant Chris Chin.
- Other returning adults in new roles are: Laura Uglevich as a pre-school paraprofessional, Heather Colantuoni in Central Supply and Susan Thorstensen as a permanent substitute.
- Extend gratitude for the painting of the cafeteria and some classrooms.
- Art Room was moved (to 1st room on the left in Wilkins) and still in process of installing counter and sinks.
- New topics for admin related to State (i.e. professional evaluations).
- Carlisle is 4th (of 147 towns evaluated) in "Best Schools in Boston 2013", *Boston Magazine*, in the region in terms of school districts.
- Carlisle is a Level 1 District (best can be).
- Carlisle Public School has been selected to participate in a pilot for assessments, Massachusetts not certain to participate, but MA Commissioner will make decision with pilot results.
- Great opening day of school.

Dr. Sidell, Administration Update:

- Thank K Bus Volunteers
- Numbers in Elementary increased by 25. 69 Kindergarteners.
- New staff: Michelle Ruggieri K teacher.
- New positions announced.

- Last year piloted “Track My Progress.” Teachers liked the data. Will have kids start assessments on-line. Don’t take a long time and are gauged to an individual student’s ability.
- Making changes to the lunchroom. Dining Room Etiquette explained and posted. (i.e. Lunch Room behavior, How does lunch end, etc.) Will not use microphone. 3 adults will take a zone. Students will be dismissed by table. Should be more personal, low-key and a smoother transition. Dr. Sidell open to feedback.
- Two Parent Volunteer Training Sessions (lunch/recess) led by Dr. Sidell 9/12 and 9/17.
- Fourth Graders looked to be leaders and have leadership opportunities and Service Skills in the Elementary School.
- Continue relationship with Clark Farm and fitting programs into the curriculum.
- STEAM (added arts). Will go out late September, classes start Mid-October Giving longer time before classes start.
- 3rd and 4th grade go into Robbins Entrance in the morning to avoid Middle School Corridor – teachers will greet them with swipe/entrance.
- Dismissal. Pick Up – By bus by Grade. Cafeteria will be Pick Up location every day. K pick up Tues/Thurs is by the Flag Pole.
- Discussion about Lunch/Recess Volunteer – parents proposed having an identifying/visual cue of staff member in charge?
- Question about cleaning between pick up and lunch the next day. Dr. Sidell will look into it.

CSA Thank Yous!

Rebecca read list of Thank Yous:

- Suzan Baldoumas and Gobby Clough for tremendous OHD effort and Suzan again for soliciting the advertisers for the Husky – all 3 renewed!
- Sarah Grallert for membership work over the summer
- Niressa Martin and Kristina Beckley for recent Husky Handbook work
- Mary-Lynne Bohn for possible new map in Husky and CSA/CEF brochure
- Eva Mostoufi, Shilpa Goel and team for Supply Kit delivery prior to 1st day
- Amy Versaggi for hosting the newcomer tour of the campus Aug 27th
- Jane Hamilton and Jennifer Sagalyn for organizing Newcomer Coffee and Jane again for implementing the new Peer Parent Program for newcomers
- Christine Lear for writing much of the website text and setting up Google accounts to house role-related documents and timelines
- Liza Snell for diligence updating CSA website
- Emily DiRocco and team for finding Room Parents within shorter timeline
- Erik Synnestvedt and team for finding Lunch/ Recess volunteers
- Nancy West for finding library volunteers
- Sheila Van Inwegen for finding Kindergarten Bus volunteers
- Others who have begun efforts to kick off CSA activities taking place soon
- Alyson Becker’s work on the CSA Budget.

New Business

Treasurer, Alyson Becker (reported)

- Alyson Presented CSA 2013-2014 Budget
- Discussion about Curriculum Enrichment and Teacher Grants. Suggestion to look into a butterfly garden, process for teacher grant application was explained.
- Discussion about amount in budget for teacher lunch, may need to cover some expenses depending on donation amounts.
- [Motion by Rebecca Besthoff to approve CSA 2013-2014 Budget. Second by Emily DiRocco. Unanimous approval.](#)

CSA Exec VP, Christine Lear (reported):

- Teacher Grant process presented. Teach Grant proposals must be submitted by October 11, 2013. Assume only Fall Grant cycle. Send teacher reminder after Parents Night.

Secretary, Liza Snell (reported):

- Please submit website changes this week.

Membership, Sarah Grallert (reported):

- Deadline to change anything in the *Husky Handbook* has passed. Also, we are pushing the on-line membership payment option. Sending home paper from in backpacks tomorrow.
- As of yesterday have 55 members. About \$2,500 in membership so far.
- Need to publicize reminders to fill out membership form before Parents Night.

Fundraising, Susan Baldoumas (reported):

- Provided report on Old Home Day CSA Fundraising. Made \$1,300/broke even. Sold about as many tickets as expected. Thank you to Michael Jackson and the OHD Committee.
- Discussion was opened: Great event. Concerned that kids thought it was free. Idea to buy a wrist-band instead of individual tickets next year. Change face painting activity.
- Susan proposed to form a committee for OHD CSA event. Rebecca will put the event and committee formation discussion on a future CSA Board meeting agenda.
- Moving the CSA Apparel Sale to the Fall.

Services Coordinator, Laura France (reported):

- Organizing CSA Fair logistics. Please let Laura know if you want a table at the CSA Fair.
- Boy Scouts will have a table at the fair.

Publicity, Margo Parent (reported):

- Presented a CSA Publicity Guide, everyone on the CSA Board will receive the document. Places to publicize: website, CSA Newsflash, Bulletin Board, Sandwich Boards, Mosquito (go through Margo first), Flyers (Heather in Supplies) and Backpacks, and Room Parent emails.
- Two new things to note:
 - (1) Provide information to the Web Site Coordinator, Cary Keller, so that we can populate Website with the information. Want to drive people to the CSA website.
 - (2) Deadline for submissions for CSA Newsflash have changed, please see Publicity Guide document.
- We agreed in the past to publish some community news in the CSA News Flash. Opened discussion to establish criteria. Rebecca requested to table the discussion and discontinue publishing community news for the recent future.

Parent Education, Jean Barry (reported):

- Proposed workshops, speaker (90 minutes) Teens and Media topic by Planned Parenthood. Discussion to get references to understand the quality of the speaker and to understand any publicity requirements by the organization.
- Alyson Becker suggested an independent speaker from Concord who talks on that same topic.

Room Parent Coordinator, Emily DiRocco (reported):

- Presented guidelines on use of room parent email lists. General announcements should come through Emily DiRocco, unless they are specifically from the teacher.

Curriculum Enrichment and Teacher Appreciation Luncheon, Lisa Chaffin (reported):

- Working with administration to get new ideas for events for Curriculum Enrichment.
- Asked for help from Room Parents to publicize the Teacher Appreciation Luncheon.

Rebecca Besthoff, President, New Business:

- Come to Newcomers Coffee tomorrow.
- Teacher Appreciation Luncheon, please sign up!
- CSA Fair prior to Elementary Parent's Night (6-7pm).
- New CSA Mailbox in the mailroom by the badges in the Main Office. Rebecca will check it.

Christine Lear, Exec VP, New Business:

- CSA Calendar - Documentation for your CSA job is now linked to your CSA Gmail account.

- Christine has your CSA Gmail password. Call or Email her for the password.

Adjourn:

Motion by Rebecca Besthoff to adjourn the meeting. Second by Liza Snell. Unanimous approval.

Next meeting: Thursday, October 3, 2013 at 9:00am at the Carlisle Public School conference room.